

Part 2033 - RECORDS

Subpart E - St. Louis, Missouri, Records Management

§ 2033.201 Purpose.

This subpart gives the policy for records management in the Rural Development Offices located in St. Louis, Missouri. It does not apply to official personnel folders.

§ 2033.202 (Reserved)

§ 2033.203 Authorities and responsibilities.

The Procurement and Supply Division, Property, Procurement and Mail Management Branch, (PPMMB) St. Louis, is responsible for administering the records management functions required by FI Instruction 315.1. Changes to FI Instruction 315.1 including exhibits are developed by the PPMMB and sent to the National Office for prior approval. The General Services Branch (GSB), Support Service Division (SSD), National Office, obtains clearance from General Services Administration, National Archives and Records Administration, and the General Accounting Office, when necessary.

§ 2033.204 (Reserved)

§ 2033.205 Evaluation of Finance Office records management.

Members of the National Office GSB will make periodic on-site evaluations of the St. Louis records management program. This evaluation will provide for (a) joint development of records management policy, and (b) liaison between the National and St. Louis' Staffs.

§§ 2033.206-2033.250 (Reserved)

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